

Correct and Resubmit Rejected Local Uncollectible List - EESMC

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

11/01/2012

Purpose

This task is performed by Locality Representatives in the Local Treasurer's Office to correct and resubmit a rejected External Entity Secure Messaging Center (EESMC) Uncollectible file to TAX and to also notify the TAX Local Uncollectible Team of the resubmitted file.

Special Notes

- In an effort to prevent erroneous data from entering IRMS, TAX performs simple edits on the data in the Local Uncollectible files submitted through EESMC. This will help ensure that the file is complete enough to process. If any part of the file fails to pass any of the edits, the file will be rejected without processing.
- If errors are found, an automated e-mail notification is sent to the locality notifying them that a "data file" (or error message) should be reviewed in EESMC.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Receive an automated e-mail notification regarding EESMC file.
2. Access EESMC to review the "Download Files" in the "File Transfer Section".
3. Review the error message(s) by clicking the red arrow.
NOTE: Each error message is formatted FIPS Code / Taxable Year / External ID / Customer Name / Error Message(s).
4. Correct the file based on the error message(s).
Please refer to Job Aid: [EESMC Local Uncollectible Files - Error](#)
5. Resubmit the corrected file via EESMC.
Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide - Chapter 1](#)
6. Re-fax the transmittal to the TAX Local Uncollectible Team at (804) 367-3014 with **REPLACEMENT** written at the top of the page.
NOTE: This is an indicator to the Team that a file has been resubmitted.

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